

San Francisco Bay Conservation and Development Commission

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August 11, 2017

TO: Commissioners and Alternates

FROM: Lawrence J. Goldzband, Executive Director (415/352-3653; larry.goldzband@bcdc.ca.gov)
Sharon Louie, Director of Administrative and Technology Services (415/352-3638; sharon.louie@bcdc.ca.gov)

SUBJECT: Staff Report and Recommendation on New Hire
(For Commission consideration)

Summary and Recommendation

Due to the cancellation of the meeting of August 17, 2017, and pursuant to McAteer Petris Act Section 66635, the Commission's executive director will take final action on this matter unless a Commissioner requests full Commission consideration by communicating with the staff prior August 17, 2017. In the absence of such a request, Lisa Chu will be joining our staff as a limited-term, full-time Office Technician on August 21, 2017.

Staff Report

We have chosen Lisa Chu, a highly qualified applicant to fill the Office Technician position as the Administrative Secretary in BCDC's Administrative and Information Technology Services Division.

Ms. Chu holds a Bachelor of Arts degree in Design from UC Davis. She comes to BCDC from the banking industry with years of relevant experience in accounting and banking, providing customer service to bank clients and support to bankers, loan officers and branch managers.